

The Avenue School

Policy & Procedure Document

Policy number	3.5	Version	1.0
Drafted by	J. Claringbold	Approved by Board on	25/06/2024
Responsible person	Principal	Scheduled review date	25/06/2027
Policy Area	Education		

Title: Student Attendance

Purpose

Attendance at The Avenue School is accurately recorded, unexplained absences are followed up, attendance and engagement patterns are monitored, and action is taken to put measures in place if attendance becomes inconsistent. The School aims to work with students and families to support regular attendance.

It is acknowledged that students enrolled at The Avenue School can struggle to form regular attendance patterns.

Methods employed to encourage consistent attendance include:

- Reinforcing attendance expectations.
- Encouragement and positive re-enforcement.
- Being realistic and applying a non-judgemental attitude.
- Investigating patterns of behaviour that interfere with attendance.
- Modifying expectations to accommodate student needs.
- Providing information on wellbeing strategies to assist with improved attendance.
- Providing ongoing generalised wellbeing support including confidence building.
- Work constructively with parents/guardians/families.
- Acknowledge student efforts to improve attendance.

Early each term or more often when required, the Principal will ensure a review of student attendance and student progress.

Procedures

1. Recording attendance

1. If students are sick or absent, they or their parent/guardian are required to contact The Avenue School prior to their scheduled class with an explanation. This requirement is stated on the Enrolment Agreement.
2. Messages taken at reception will be recorded and teachers will be advised.
3. The reason for the absence will be recorded on the class roll.
4. If notification of absence is not received within 15 minutes of class starting an SMS notification to the student's parent/guardian advising of the student's absence will be sent.
5. If students leave The Avenue School prior to the end of the scheduled class time their parent/guardian will be notified with a request to contact reception to explain the absence.
6. Any modified attendance plans as approved by the Principal will be recorded within the Student Wellbeing Plan and flagged on the Student Register.
7. Unexplained absences will be followed up.

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2. Maintaining Class Attendance Records

1. It is the teachers' responsibility to ensure class rolls are completed at the beginning of the class (after 15 minutes grace time) on the 'AM' record and after lunch break on the 'PM' record. Class rolls must be up-to date and endorsed both AM and PM with their signature.
2. Teachers are to ensure SMS notification messages are sent to students' parents/guardians if an absence notification is not received within 15 minutes of class commencement or if students do not return after the lunch break.
3. Attendance records are recorded electronically against each student's profile on the Student Management System, reports are generated monthly for teacher and Principal analysis.

3. Maintaining Currency of Contact Details

1. An Enrolment update form is completed each subsequent year following enrolment and allow for updating of contact and medical health records.
2. Each year contact details are entered into the Student Management System and checked for accuracy.
3. The SMS (Message) alert system requires annual input of contact details which has been cross checked against enrolment records.
4. Students/Parents/Guardians are required to update The Avenue School if there is a change to contact details as agreed to in the Enrolment Agreement.
5. Parents/guardians and students will be reminded of this obligation via Newsletters, on the The Avenue School website and via prompts on telephone answer messages.

4. Monitoring Student Attendance

The Avenue School's objective is to monitor student's attendance and ensure that students are attending school regularly.

The youth worker monitors student attendance and provides the Principal with details of students who are struggling to attend regularly. Text messages are sent to parents or guardians on the day absences occur.

Students with anxiety issues may require attendance expectations to be temporarily moderated until confidence in attending builds and regular patterns of attendance can be achieved. Negotiated modifications to attendance requirements will be documented on the Student Wellbeing Plan and communicated to all relevant staff.

The following measures are in place:

- If student attendance becomes irregular, defined as an absence from three consecutive classes without explanation, teachers will notify the Principal.
- If attending has become problematic, measures will be put in place regarding the student's learning or wellbeing needs.
- If frequent absences put the student at risk of not completing educational outcomes, adjustments can be made to the Student's Individual Learning Plan and/or the Student Wellbeing Plan.
- The Principal ensures contact is made with parents/guardians to notify them of attendance concerns.
- The Principal oversees periodical monitoring of each student's attendance patterns to ensure consistency and arrange an intervention when attendance becomes inconsistent.
- Appropriate work for students, absent for prolonged periods, will be provided by the student's teacher on request.

5. Communication Notes

Communication notes will be maintained for all students and will include details of all contact made, including reasons for extended absences and intention to return. Students at risk of disengagement will be contacted at least weekly until the matter is resolved.

The Communication notes are kept confidentially on a restricted electronic file.

6. Students with other providers

The Avenue School will support students who may be attending off-site education programs in the following ways:

1. Monitor the student's attendance on a regular basis with the provider having responsibility for supplying monthly attendance reports.
2. Meeting with students at least once a term to ascertain their level of motivation and achievement.
3. Monitor completion of work and feedback the student has received.
4. Monitor student progress through reports.
5. Initiating communication with parents and students where necessary, such as sample warning letters and phone conversations.
6. Provide students with a mentor who has subject expertise, where possible.
7. Liaise with the service provider on the student's behalf when necessary.
8. Support external providers to ensure that assessment requirements are met by the student or advocate for special provision.
9. Ensure the external provider is aware of their responsibility to notify the school of a student's non-completion of course requirements.

7. Students at risk of non-completion of the VPC units

Students who are deemed to be at risk of an unsatisfactory outcome and their parent/guardian will be invited to attend a meeting with the Principal and Youth Worker to identify barriers to completion. Solutions and strategies will be workshopped. The Individual Learning Plan and Student Wellbeing Plan will be amended as necessary. Timelines may need to be adjusted or expectations modified according to the student's capacity and needs.

8. Long Term Absences

Students who are absent for an extended period i.e. 6-8 weeks or who indicate that they are no longer planning to return or who are no longer contactable will have their enrolment terminated. A letter will be sent to the Parent/Guardian by the Principal.

9. Student Transfer

Students who request to be transferred to an alternative school or institution will be assisted in this process and will be provided with a Record of Student Results including Statements of Attainment as appropriate.

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